

**Report Date:** 13 Aug 2015

**Summary Report for Individual Task  
805C-42B-6113  
Administer Evaluations Reporting Program  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are assigned to an S-1 section and receive multiple evaluation reports to review and process. You have access to the references listed on the enclosed table, the internet, and access and role delegation in the Evaluation Entry System (EES). This task should not be trained in MOPP 4.

**Standard:** Administer a quality control and evaluations tracking system that ensure 95% timeliness and accuracy rate for all evaluation reports and rating schemes.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

Task Statements
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**Cue:** You have evaluation reports to review and process.

DANGER

None

WARNING

None

CAUTION

None

**Remarks:** None

**Notes:** None

### **Performance Steps**

1. Identify the principles of the Evaluation Reporting System (ERS).
2. Determine Rating Chain qualifications and responsibilities.
  - a. Establish and publish a signed rating scheme in accordance with (IAW) applicable regulatory guidance.
  - b. Ensure rating chains correspond to the chain of command or supervision and are approved by higher headquarters.
  - c. Ensure rating officials are fully qualified and understand responsibilities and rater profile management.
3. Define counseling requirements that support the ERS.
  - a. Performance.
  - b. Developmental.
4. Identify types of Evaluation Reports.
  - a. Mandatory Reports.
    - (1) Change of Rater.
    - (2) Annual.
    - (3) Extended Annual.
    - (4) Relief for Cause.
    - (5) Change of Duty.
    - (6) Depart Temporary Duty, Special Duty, or Temporary Change of Station.
    - (7) Failed Promotion Selection (DA Form 67-10 series only).
    - (8) Release from Active Duty (Army Reserve and National Guard only).
  - b. Optional Reports.
    - (1) Complete the Record.
    - (2) Senior Rater Option.
    - (3) 60-Day Option.
    - (4) Rater Option (DA Form 67-10 series only).
5. Identify forms used for Evaluations.
  - a. Noncommissioned Officer Evaluation Report (DA Form 2166-8).

- b. Noncommissioned Officer Evaluation Report Counseling and Support Form (DA Form 2166-8-1).
  - c. Company Grade Plate (O1-O3; WO1-CW2) Officer Evaluation Report (DA Form 67-10-1).
  - d. Officer Evaluation Report Support Form (DA Form 67-10-1A).
  - e. Field Grade Plate (O4-O5; CW3-CW5) Officer Evaluation Report (DA Form 67-10-2).
  - f. Strategic Grade Plate (O6) Officer Evaluation Report (DA Form 67-10-3).
  - g. Strategic Grade Plate (O7) Officer Evaluation Report (DA Form 67-10-4).
  - h. Academic Evaluation Report (DA Form 1059).
6. Define the Noncommissioned Officer Evaluation Report (NCOER).
- a. Administrative data.
  - b. Authentication.
  - c. Duty description.
  - d. Army Values and NCO responsibilities.
  - e. Overall performance and potential.
7. Define the Officer Evaluation Report (OER).
- a. Administrative data.
  - b. Authentication.
  - c. Duty description.
  - d. Performance evaluation-professionalism, attributes, and competencies.
  - e. Intermediate rater (if applicable).
  - f. Senior rater.
8. Communicate the Evaluation Entry System (EES) and Interactive Web Response System (IWRS).

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the principles of the Evaluation Reporting System (ERS).			
2. Determined Rating Chain qualifications and responsibilities.			
3. Defined counseling requirements that support the ERS.			
4. Identified types of Evaluation Reports.			
5. Identified forms used for Evaluations.			
6. Defined the Noncommissioned Officer Evaluation Report (NCOER).			
7. Defined the Officer Evaluation Report (OER).			
8. Communicated the Evaluation Entry System (EES) and Interactive Web Response System (IWRs).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 6-22	Army Leadership	Yes	No
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System <a href="http://www.apd.army.mil/pdffiles/r623_3.pdf">http://www.apd.army.mil/pdffiles/r623_3.pdf</a>	Yes	Yes
	DA FORM 2166-8	Noncommissioned Officer Evaluation Report	Yes	No
	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	No	No
	DA FORM 67-10-1	Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report	No	No
	DA FORM 67-10-1A	Officer Evaluation Report Support Form	No	No
	DA Form 67-10-2	Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report	No	No
	DA Form 67-10-3	Strategic Grade Plate (O6) Officer Evaluation Report	No	No
	DA Form 67-10-4	Strategic Grade Plate (O7) Officer Evaluation Report	No	No
	PAM 600-3	COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT	Yes	No
	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System <a href="http://www.apd.army.mil/pdffiles/p623_3.pdf">http://www.apd.army.mil/pdffiles/p623_3.pdf</a>	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None